

Town of Rye, NH
REQUEST FOR QUALIFICATIONS AND PROPOSALS
DESIGN/BUILD
RYE RECREATION MULTI-PURPOSE STORAGE FACILITY

The Town of Rye, NH is seeking a qualified Contractor to design, permit and construct a multi-purpose storage facility that is approximately 1,800 square feet at the Town of Rye Recreation Area, 55 Recreation Road, Rye, NH. The building will include heated storage, heated concession area, and unheated storage. In March of 2018 the Town of Rye, NH voted to raise and appropriate up to \$150,000 for the project. The project will be awarded and under contract by December 31, 2018 with construction to be completed and accepted by September 1, 2019. There will be a mandatory site meeting on Thursday October 4, 2018 at 8:00 a.m. at 55 Recreation Road for all Contractors that will be submitting.

Scope of Work

Design, permitting and construction for a multi-purpose storage facility that is approximately 1,800 square feet at the Town of Rye, NH Recreation Area that would include a heated concession area and storage area, unheated storage area and two smaller storage areas accessible from the exterior of the building all self-contained. Scope of work will include but not be limited to the following tasks:

Design and Budgeting

- Site selection confirmation
- Building program review and confirmation
- 30% Design concepts and construction budget
- 60% Design development drawings and specifications of selected concept and construction budget, including value engineering items.
- Final plan development and Guaranteed Maximum Price (GMP)
- Construction Schedule
- Securing of required local, state and federal permits

Construction

- Completion of stamped documents including all drawings and specifications
- Submission of final plan documents for building permit
- Provide supplemental information as requested or required
- Attendance at project meetings to discuss project and budget
- Obtain all required inspections and certificate of occupancy
- Provide final as built documents

The schematic design and specifications below serves as an example, the Town of Rye, NH is open to modifications and changes of concept by Contractors to achieve the most cost-effective project that is feasible.

Unheated Storage Area	Unheated Storage Area
Unheated Storage Area	
Heated Storage Area	
Heated Concession Area	

- Building size 26' x 70'
- 2' x 6' wood frame walls with insulation
- 26' clear span wood roof trusses
- 6/12 roof pitch
- 1 foot overhang at eave
- 5/8 inch plywood on roof with asphalt shingles

- Siding 5/8 inch, T1-11 or ½ CDX plywood with vinyl clapboard
- 4 exterior steal doors 3' x 6' 8" (36" x 80")
- 1 double door 6' x 6' 8" (72" x 80") and 1 garage door 9'x7' (108" x 84")
- Steal reinforced monolithic slab
- Insulation to code in heated area
- ½" drywall ceiling and walls, taped, finished and primed in heated area.
- 3-26 ft width demising walls
- Windows double hung operable vinyl
- 100-amp overhead service with 40 ckt panel
- 20 outlets and 12 Lithonia 36ux12 led strip lights on two circuits
- LP gas unit heater 40,000 BTU
- New water service
- All site work including loam and seeding of disturbed areas; and paving and repair of paving as required.
- Existing structures to be removed by the Town of Rye, NH.

The existing conditions plan of the proposed building area and overlay of proposed multi-purpose storage facility example approximate building area has been completed by the Town of Rye, NH and are included as enclosures.

Schedule

- September 25, 2018, Advertisement of RFQ
- September 27, 2018, Full RFQ available from the Office of the Selectmen and on the Town of Rye Website
- October 4, 2018, Mandatory site walk/meeting at the Recreation Area, 55 Recreation Road, Rye, NH
- October 26, 2018, Submissions due at The Office of the Selectmen must be received no later than 4:30 p.m.
- Week of October 29, 2018, Selection committee reviews submissions
- Week of November 5, 2018, Interviews if necessary scheduled
- Week of November 5, 2018, Contractor selected, and recommendation forwarded to The Board of Selectmen.
- Week of December 3, 2018, Award of Contract
- January 2019, Contractor development of 30% plans and budgets
- February 2019, Contractor development of 60% plans and budgets
- March 2019, Final plans and GMP; secure all required permits
- April 2019, Project starts
- August 1, 2019, Substantial completion
- September 1, 2019, Project completion, including all punch list items and certificate of occupancy received.

Statement of Qualifications Contents

Section 1 - Description of the Contractor in narrative form addressing all of the following:

1. The Contractor's areas of specialization
2. Firm history, honors and awards
3. Location of home and branch offices
4. Names of the principal officers of the firm; and type of organization: Individual or sole proprietorship, professional corporation, partnership, join venture, etc.
5. Key Professionals: Identify the key members of Contractor's team that would be involved in the project and describe their area of expertise and what role they will perform in the project
 - A. Name
 - B. Professional registrations, including New Hampshire
 - C. Proposed role in the project
 - D. An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference
 - E. Other information you believe to be relevant
6. Identification of any major consultants
7. Other information, qualifications and/or exceptions that the Contractor may consider appropriate to raise during the selection process

Section 2 – References

List for reference three (3) similar projects underway and/or completed within the last five years. For each project identified include the following:

1. Name, location and dates of project

2. Estimated contract value and final contract value
3. Contact information for the client contact person

Submittal Package

- In total, four (4) copies of the Submittal, including attachments, are required.
- Pages shall be no larger than letter-size (8 ½ x 11 inches) or, if folded to that dimension, twice letter size (11 x 17 inches). It is acceptable to produce the Submittal on both sides of the paper.
- The Submittal must be in a sealed envelope plainly marked on the outside with the Contractor's name and project identification as follows: **"Statement of Qualifications and Proposals for Rye Recreation Multi-purpose Storage Facility"** Town of Rye, 10 Central Road, Rye, NH 03870, Attention: Office of the Selectmen.
- Submittals must be received at The Office of the Selectmen, 10 Central Road, Rye, NH 03870 no later than 4:30 p.m., Friday, October 26, 2018.

Submittal Format for Statement of Qualifications

Outside cover and first page shall contain:

1. The Title: "Statement of Qualifications and Proposals for Rye Recreation Multi-purpose Storage Facility"

The Transmittal Letter will include:

1. A Summary of why the Contractor believes itself to be the most qualified.
2. A statement indicating that to the best of the Contractor's abilities, all information contained in the Submittal is complete and accurate.
3. A statement granting the Town of Rye, NH and its representatives authorization to contact any existing or previous client of the Contractor (or a Contractor's Team Member) for purposes of obtaining an independent evaluation of the Contractor's or a Contractor's Team member's performance.
4. At least one copy of the transmittal letter must have the original signature of an officer of each principal firm that comprises the Contractor (not a sub-consultant).
5. Provide the contact information of the person who the Contractor will designate to be the key contact with the Town of Rye, NH.

Description of the Selection Process

A Statement of Qualifications ("Submittal") will be evaluated by a Selection Committee comprised of representatives of the Town of Rye, NH. The Selection Committee may request additional information of Contractors.

The Selection Committee will identify the most-qualified Contractors and may invite one or more Contractor to an interview. The Selection Committee will, thereafter, make recommendations to the Board of Selectmen for final selection.

Selection Criteria

Qualifications will be reviewed and evaluated by the Selection Committee based on the following criteria:

1. Contractor's experience and approach to similar projects.
2. References from previous design and construction projects.
3. Professional qualifications of individuals assigned to the project.
4. Current work schedule availability.
5. Contractors understanding of budget available and ability to meet project budget.

Contract Document

Upon final selection, the successful Contractor will be sent a contract for execution. When the contract is executed by both parties, the Contractor will be instructed to commence providing the work as outlined in the contract. All information, plans, documents, photos, and other materials of any kind acquired or developed by the Contractor pursuant to this project shall be the property of the Town of Rye, NH. The contract shall include the following insurance and indemnification language.

Insurance

The Contractor shall purchase and maintain, for the duration of this Contract, insurance of the limits and types specified below from an insurance company approved by the Town of Rye, NH.

Indemnification clause

The Contractor releases the Town of Rye, NH from, agrees that the Town of Rye, NH shall not be liable for and indemnifies the Town of Rye, NH against, all liabilities, claims, costs and expenses, including out-of-pocket and incidental expenses and legal fees, imposed upon, incurred or asserted against the Town of Rye, NH arising, directly or indirectly in whole or in part, out of the negligence or willful act or omission of the Contractor, its agents or anyone who is directly employed in connection with (i) this Agreement or (ii)

the project, including the construction of the project and the maintenance, repair and replacement of any improvements which the Contractor is required to undertake pursuant to this Agreement or any permit or approval, provided that, such release or indemnification shall not apply to any actions or claims brought as a result of any material breach of this Agreement, willful misconduct or fraudulent action of the Town of Rye, NH.

In case any claim or demand is at any time made, or action or proceeding is brought, against or otherwise involving the Town of Rye, NH in respect of which indemnity may be sought hereunder, the person seeking indemnity promptly shall give notice of that action or proceeding to the Contractor, and the Contractor upon receipt of that notice shall have the obligation and the right to assume the defense of the action or proceeding.

In addition, and regardless of respective fault, Contractor shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that Contractor's officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The Contractor's obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

The Town of Rye, NH shall not be required to defend or indemnify the Contractor, any subcontractor or any professional service provider.

Additional Insured: All liability policies shall include the Town of Rye, NH as named Additional Insured.

- The Contractor's insurance shall be primary in the event of a loss.
- The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the Contractor.

Evidence of Insurance: As evidence of insurance coverage, the Town of Rye, NH may, in lieu of actual policies, accept official written statements from the insurance companies' certifying that all the insurance policies specified below are in force for the specific period. The Contractor shall submit evidence of insurance to the Town of Rye, NH at the time of execution of the Agreement. Written notice shall be given to the Town of Rye, NH at least fifteen days prior to the cancellation or non-renewal of such coverage.

Forms of Insurance: Insurance shall be in such form as will protect the Contractor from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this Contract whether such operation by himself or by anyone directly or indirectly employed by him. Contractor shall provide a certificate of insurance demonstrating the following:

- Comprehensive General Liability: \$1,000,000 per occurrence, \$2,000,000 aggregated
- Automobile and Truck Liability: Bodily injury or Property Damage - \$1,000,000 Combined Single Limit, per occurrence
- Professional Liability: Errors and Omissions - \$1,000,000 per occurrence, \$2,000,000 aggregated
Business shall provide a certificate of insurance demonstrating same.
- Worker's Compensation Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall be in strict accordance with the requirements of the most current laws of the State of New Hampshire.
- The Contractor shall obtain a payment bond if required by RSA 447:16.

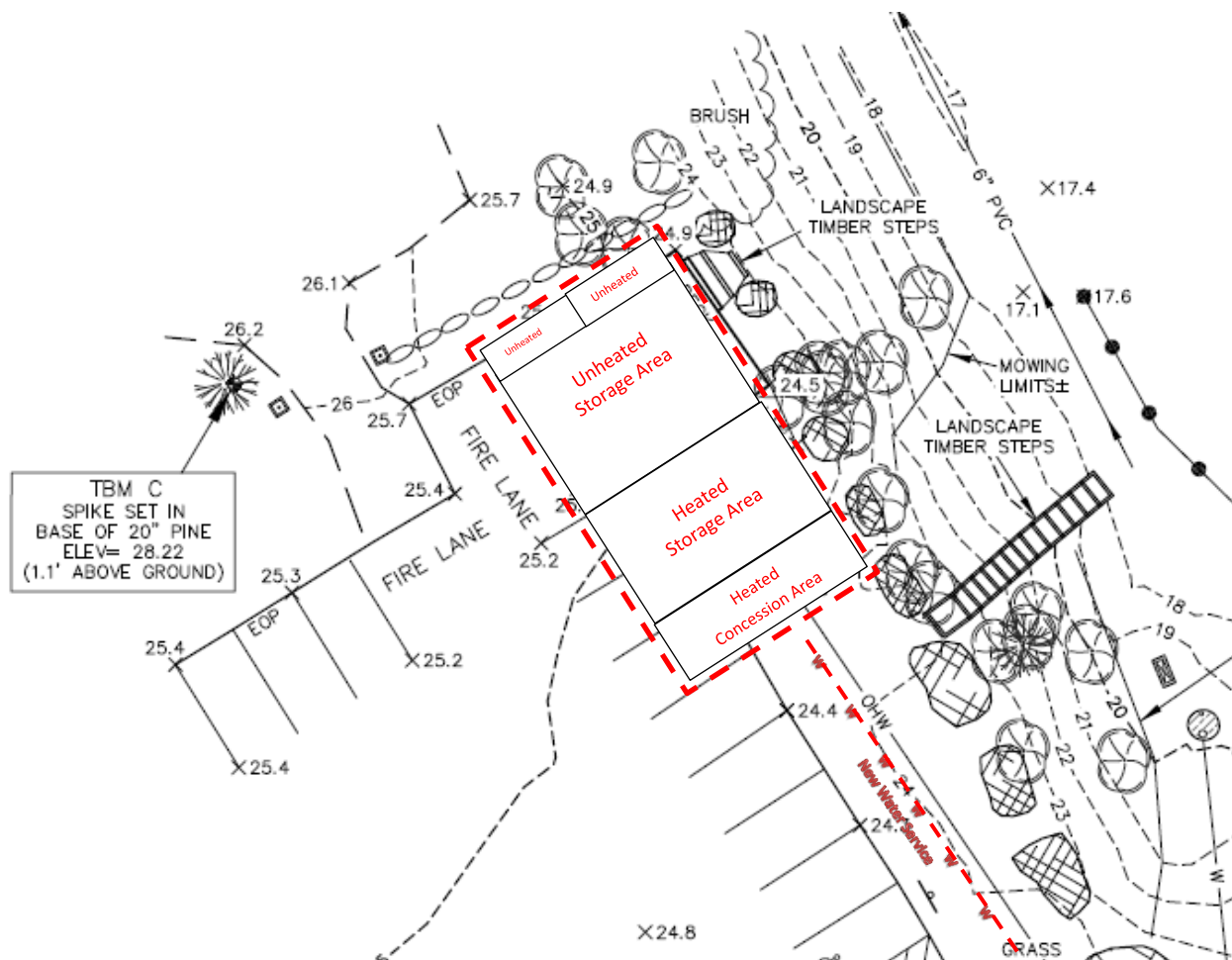
Reservation of Rights

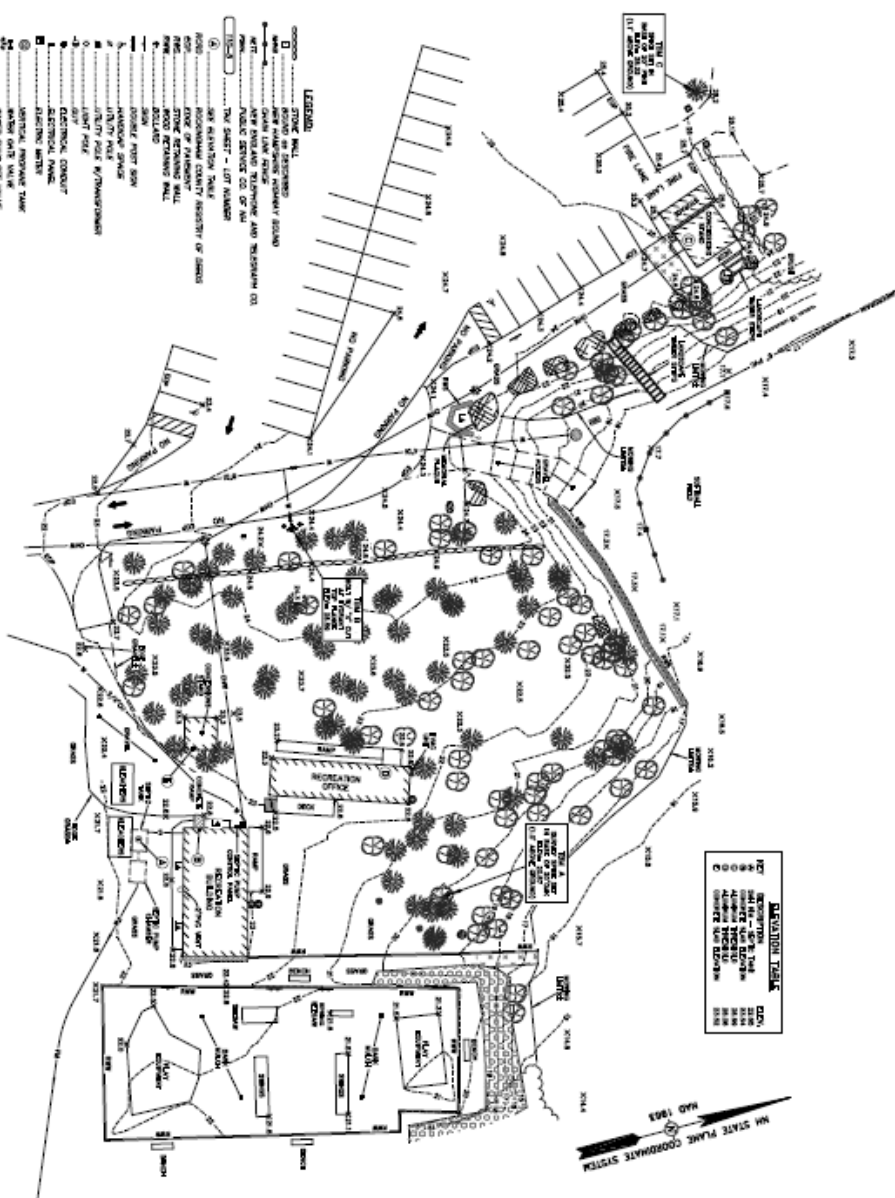
The Town of Rye reserves the right to reject any and all submissions or to accept any submission, to negotiate terms associated with any submission, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Town of Rye, NH. The contact person is Lee Arthur, Recreation Director (603) 964-6281.

The Selectmen further reserve the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the Town of Rye.

Enclosures:

**Overlay of Proposed Multi-purpose Storage Facility Example
Approximate Building Area**







Town of Rye Legal Notice
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RYE RECREATION MULTI-PURPOSE STORAGE FACILITY

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The Request for Qualifications and Proposals Scope of Services will be available Thursday, September 27, 2018 from the Office of the Selectmen, 10 Central Road, Rye, NH and on the Town of Rye Website (http://www.town.rye.nh.us/pages/RyeNH_LegalNotices).

Statements of Qualifications and Proposals must be submitted in a sealed envelope plainly marked **“Statement of Qualifications and Proposals for Rye Recreation Multi-purpose Storage Facility”** Town of Rye, 10 Central Road, Rye, NH 03870, Attention: Office of the Selectmen. Submittals must be received no later than 4:30 p.m., Friday, October 26, 2018. There will be a mandatory site walk on Thursday, October 4, 2018, 8:00 a.m. at the Rye Recreation Area, 55 Recreation Road, Rye, NH.

The Town of Rye reserves the right to reject any and all submissions or to accept any submission. The Town of Rye also reserves the right to negotiate terms associated with any submission. The Town of Rye will accept the submission that it deems is in its best interest. The contact person is Lee Arthur, Recreation Director (603) 964-6281.

Mailing: 10 Central Road, Rye, NH 03870
Physical: 55 Recreation Road, Rye, NH 03870
Tel. (603) 964-6281